

LABOR RELATIONS ANALYST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: September 17 – 19, 2002

Collective Bargaining Identification: E97

Job Analysis Conducted By: Kathy Khan, Associate Personnel Analyst
Personnel Examining Section
Xina Bolden, Staff Services Analyst
Personnel Examining Section

Number of Incumbents: There are 8 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated July 31, 2002.

Names of the Subject Matter Expert(s) and their background:

JACQUELYN CERVANTES, COMMUNITY RESOURCE MANAGER I, LABOR RELATIONS BRANCH

Jackie is currently working as a Community Resource Manager in the Labor Relations Office. In the past, she has served as a Labor Relations Analyst for almost 4 years. Jackie has a total of 12 years with the California Department of Corrections (CDC).

JOE A. LIZARRAGA

Joe is currently acting as a Facility Captain at the California Medical Facility (CMF). He has served as a Labor Relations Analyst for 6 years at the CMF and was a Labor Relations Specialist for 2 years at Headquarters in the Labor Relations Office. Joe has 16 years with the CDC.

LABOR RELATIONS ANALYST INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Classification Specification for Labor Relations Analyst
- Review of the California Department of Corrections-Personnel Examining Section History File for Labor Relations Analyst – No information used in this analysis.
- State of Washington website – Equal Opportunity Compliance Specialist and Labor Relations Adjudicator/Mediator I
- Job Analysis for Labor Relations Specialist

Other sources were viewed for information (e.g. Exam History File, Personnel Operation Class File); however, the information was not relevant to the job analysis and therefore not included.